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PROPOSED PROGRAMME BUDGET FOR THE BIENNIUM 1992-1993*

PART VII. PUBLIC INFORMATION

Section 31. PUBLIC INFORMATION

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* The present document contains section 31 of the proposed programme budget for the biennium 1992-1993. The complete proposed programme budget will subsequently be issued in final printed form as Official Records of the General Assembly, Forty-sixth Session, Supplement No. 6 (A/46/6/Rev.1).

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SECTION 31. PUBLIC INFORMATION

OVERVIEW

TABLE 31.1. ANALYSIS OF OVERALL COSTS

(Thousands of United States dollars)

DIRECT COSTS

(1) Regular budget

1990-1991 appropriation	Estimated additional requirements at revised 1991 rates: Revaluation of 1990-1991 resource base $	%	Resource growth $	%	Total requirements at revised 1991 rates $	Inflation in 1992 and 1993 $	%	1992-1993 estimates
92 299.9 a/	655.9	0.7	1 667.2	1.8	94 623.0	6 370.9	6.7	100 993.9

Analysis of real growth (at revised 1991 rates)

(1) Total revalued 1990-1991 resource base	Resource growth: (2) Actual	(3) Less non-recurrent items	(4) Plus delayed growth (new posts)	(5) Adjusted	Rate of real growth (5) over (1)
92 955.8	1 667.2	810.6	-	856.6	0.9%

a/ This figure includes an amount of $91,771,500 appropriated for public information (former section 27 of the programme budget for the biennium 1990-1991 (A/44/6/Rev.1)) and an amount of $528,400 for public information activities for the United Nations Conference on Environment and Development (under former section 4 of the programme budget for the biennium 1990-1991).

TABLE 31.1 (continued)

(2) Extrabudgetary resources

	1990-1991 estimated expenditures	1992-1993 estimated expenditures
(a) Services in support of:		
(i) Other United Nations organizations	-	-
(ii) Extrabudgetary programmes	-	-
Total (a)	-	-
(b) Substantive activities		
Trust Fund for Interest on the Contribution to the United Nations Special Account	230.0	-
Trust Fund for Economic and Social Information	264.0	170.0
Trust Fund for the Oral History of the United Nations	10.0	-
Trust Fund for Jointly-financed Information Projects	131.0	130.0
Development Forum	3 300.0	4 100.0
Contributions from host Governments	1 400.0	1 400.0
Trust Fund for Expanding Public Information Activities in Japan	200.0	200.0
Trust Fund for Information Support for African Economic Recovery and Development	350.0	b/
Total (b)	5 885.0	6 000.0
(c) Operational projects	-	-
Total (c)	-	-
Total (a), (b) and (c)	5 885.0	6 000.0
Total, direct costs		106 993.9

b/ The expenditures for this Trust Fund will be shown under section 11, Development and international economic cooperation, of the proposed programme budget for the biennium 1992-1993.

TABLE 31.2. ANALYSIS OF REVALUED 1990-1991 RESOURCE BASE (AT REVISED 1991 RATES)

(Thousands of United States dollars)

			Additional requirements							
			Delayed impact of 1990-1991 growth		Recosting at revised 1991 rates					
	1990-1991 appropriation (1)	Non-recurrent 1990-1991 items (2)	Established posts (3)	Other objects of expenditure (4)	Established posts (5)	Other objects of expenditure (6)	Special adjustments (7)	Total (8)	Net additional requirements (9) (8)-(2)	Total revalued 1990-1991 resource base (10) (1)+(9)
1. Department of Public Information, Headquarters										
(a) Executive direction and management: Office of the Under-Secretary-General	3 328.6	-	-	-	138.7	10.1	-	148.8	148.8	3 477.4
(b) Executive Media Service	1 537.6	-	-	-	62.7	8.1	-	70.8	70.8	1 608.4
(c) Communications and Project Management Division	9 735.5	1 291.7	-	-	311.4	56.7	-	368.1	(923.6)	8 811.9
(d) Information Products Division	29 946.6	147.8	-	-	907.7	318.6	-	1 226.3	1 078.5	31 025.1
(e) Dissemination Division	5 485.3	-	-	-	200.9	29.9	-	230.8	230.8	5 716.1
(f) Information Centres Division	2 947.8	-	-	-	128.1	6.7	-	134.8	134.8	3 082.6
(g) Question of Palestine	766.8	-	-	-	-	22.2	-	22.2	22.2	789.0
(h) Namibia	480.7	-	-	-	-	-	(480.7)	(480.7)	(480.7)	- a/
Subtotal	54 228.9	1 439.5	-	-	1 749.5	452.3	(480.7)	1 721.1	281.6	54 510.5

TABLE 31.2 (continued)

	1990-1991 appropriation (1)	Non-recurrent 1990-1991 items (2)	Additional requirements: Delayed impact of 1990-1991 growth: Established posts (3)	Additional requirements: Delayed impact of 1990-1991 growth: Other objects of expenditure (4)	Additional requirements: Recosting at revised 1991 rates: Established posts (5)	Additional requirements: Recosting at revised 1991 rates: Other objects of expenditure (6)	Additional requirements: Special adjustments (7)	Additional requirements: Total (8)	Net additional requirements (9) (8)-(2)	Total revalued 1990-1991 resource base (10) (1)+(9)
2. Information Service, Geneva	5 218.6	66.7	-	-	41.8	12.4	-	54.2	(12.5)	5 206.1
3. Information Service, Vienna	1 827.4	-	-	-	6.4	4.3	-	10.7	10.7	1 838.1
4. Information centres	26 041.3	264.8	296.4	100.0	827.4	225.9	-	1 449.7	1 184.9	27 226.2
5. Special conferences	528.4	528.4	-	-	-	-	-	-	(528.4)	-
6. Programme support: departmental administration	4 455.3	433.6	-	-	100.1	53.1	-	153.2	(280.4)	4 174.9
Total	92 299.9	2 733.0	296.4	100.0	2 725.2	748.0	(480.7)	3 388.9	655.9	92 955.8

a/ In accordance with General Assembly resolution 45/248 B of 21 December 1990, no information activities on Namibia are envisaged for the biennium 1992-1993.

TABLE 31.3. REGULAR BUDGET, DIRECT COSTS: SUMMARY OF 1992-1993 REQUIREMENTS AND RATES OF REAL GROWTH

(Thousands of United States dollars)

	1990-1991 appropriation	Estimated additional requirements at revised 1991 rates: Revaluation of 1990-1991 resource base	Estimated additional requirements at revised 1991 rates: Resource growth	Total requirements at revised 1991 rates	Inflation in 1992 and 1993	1992-1993 estimates	Rate of real growth %
1. Department of Public Information, Headquarters							
(a) Executive direction and management: Office of the Under-Secretary-General	3 328.6	148.8	(186.0)	3 291.4	195.0	3 486.4	(5.3)
(b) Executive Media Service	1 537.6	70.8	(15.2)	1 593.2	97.9	1 691.1	(0.9)
(c) Communications and Project Management Division	9 735.5	(923.6)	352.8	9 164.7	568.3	9 733.0	4.0
(d) Information Products Division	29 946.6	1 078.5	495.0	31 520.1	2 141.7	33 661.8	-
(e) Dissemination Division	5 485.3	230.8	90.8	5 806.9	379.5	6 186.4	1.5
(f) Information Centres Division	2 947.8	134.8	(7.7)	3 074.9	183.7	3 258.6	(0.2)
(g) Question of Palestine	766.8	22.2	0.1	789.1	64.9	854.0	-
(h) Namibia	480.7	(480.7)	-	-	-	-	- a/
Subtotal	54 228.9	281.6	729.8	55 240.3	3 631.0	58 871.3	0.4
2. Information Service, Geneva	5 218.6	(12.5)	131.6	5 337.7	390.4	5 728.1	2.5
3. Information Service, Vienna	1 827.4	10.7	24.4	1 862.5	146.3	2 008.8	1.3
4. Information centres	26 041.3	1 184.9	424.7	27 650.9	1 883.2	29 534.1	1.5

TABLE 31.3 (continued)

	1990-1991 appropriation	Estimated additional requirements at revised 1991 rates: Revaluation of 1990-1991 resource base	Estimated additional requirements at revised 1991 rates: Resource growth	Total requirements at revised 1991 rates	Inflation in 1992 and 1993	1992-1993 estimates	Rate of real growth %
5. Special conferences	528.4	(528.4)	345.6	345.6	18.8	364.4	-
6. Programme support: departmental administration	4 455.3	(280.4)	11.1	4 186.0	301.2	4 487.2	0.2
Total	92 299.9	655.9	1 667.2	94 623.0	6 370.9	100 993.9	0.9

a/ In accordance with General Assembly resolution 45/248 B of 21 December 1990, no information activities on Namibia are envisaged for the biennium 1992-1993.

TABLE 31.4. REGULAR BUDGET, DIRECT COSTS: SUMMARY OF 1992-1993 REQUIREMENTS AND RATES OF REAL GROWTH, BY OBJECT OF EXPENDITURE

(Thousands of United States dollars)

Objects of expenditure	1990-1991 appropriation	Estimated additional requirements at revised 1991 rates: Revaluation of 1990-1991 resource base	Estimated additional requirements at revised 1991 rates: Resource growth	Total requirements at revised 1991 rates	Inflation in 1992 and 1993	1992-1993 estimates	Rate of real growth %
Established posts	45 718.2	2 160.0	(108.4)	47 769.8	2 903.9	50 673.7	(0.2)
General temporary assistance	813.2	(2.7)	185.3	995.8	70.6	1 066.4	22.8
Overtime and night differential	335.0	10.7	-	345.7	27.5	373.2	-
Temporary posts	372.9	(372.9)	-	-	-	-	-
Personal services of the Department of Public Information	842.9	(104.7)	127.8	866.0	70.7	936.7	13.5
Common staff costs	18 041.7	718.1	(42.0)	18 717.8	1 133.9	19 851.7	(0.2)
Representation allowances	11.6	-	1,2	12.8	-	12.8	10.3
Travel of representatives	465.7	14.3	146.5	626.5	49.5	676.0	14.8
Travel of staff	905.4	(49.4)	133.2	989.2	76.8	1 066.0	1.7
Training	65.3	1.7	14.9	81.9	6.7	88.6	22.2
Contracts	451.5	(37.2)	21.1	435.4	35.5	470.9	5.0
External printing and binding (administered by the Publications Board)	237.1	6.3	(27.4)	216.0	17.9	233.9	(11.2)
External printing and binding	2 342.4	(1 008.6)	230.8	1 564.6	123.7	1 688.3	11.3
Public information production	2 642.3	(186.9)	159.7	2 615.1	214.9	2 830.0	5.2
Contractual engineering	6 190.0	182.4	-	6 372.4	623.8	6 996.2	-
Other specialized services	2.4	(2.4)	-	-	-	-	-
News agency services	186.7	4.0	(39.9)	150.8	10.9	161.7	(20.9)
General operating expenses	102.1	(14.0)	(29.0)	59.1	4.9	64.0	(32.9)
Rental/maintenance of premises	2 153.0	115.9	-	2 268.9	187.1	2 456.0	-
Utilities	5.7	5.7	-	11.4	0.9	12.3	-
Rental of furniture and equipment	1 334.6	39.5	-	1 374.1	112.8	1 486.9	-
Communications	2 374.9	9.8	198.3	2 583.0	212.9	2 795.9	7.6
Official functions	241.0	6.4	(12.0)	235.4	19.1	254.5	(4.8)
Miscellaneous services	371.3	(37.6)	(19.3)	314.4	25.9	340.3	(5.7)
Supplies and materials	2 102.4	59.0	87.3	2 248.7	181.7	2 430.4	4.0
Furniture and equipment	1 792.6	(639.1)	186.4	1 339.9	108.3	1 448.2	16.1

TABLE 31.4 (continued)

Objects of expenditure	1990-1991 appropriation	Estimated additional requirements at revised 1991 rates: Revaluation of 1990-1991 resource base	Estimated additional requirements at revised 1991 rates: Resource growth	Total requirements at revised 1991 rates	Inflation in 1992 and 1993	1992-1993 estimates	Rate of real growth %
Public information equipment	1 473.6	(182.4)	468.3	1 759.5	128.9	1 888.4	0.2
Fellowships	324.4	(40.0)	(15.6)	268.8	22.1	290.9	(5.4)
Grants/contributions to programme-related activities	400.0	-	-	400.0	-	400.0	-
Total	92 299.9	655.9	1 667.2	94 623.0	6 370.9	100 993.9	0.9

TABLE 31.5. POST REQUIREMENTS

Organizational unit: Department of Public Information

	Established posts		Temporary posts					
	Regular budget		Regular budget		Extrabudgetary resources		Total	
	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993
Professional category and above								
USG	1	1	-	-	-	-	1	1
D-2	4	5	-	-	-	-	4	5
D-1	20	19	-	-	-	-	20	19
P-5	41	41	-	-	2	2	43	43
P-4	60	60	-	-	4	3	64	63
P-3	62	62	-	-	1	1	63	63
P-2/1	43	43	-	-	-	-	43	43
Total	231	231	-	-	7	6	238	237
General Service category								
Principal level	9	9	-	-	1	1	10	10
Other levels	156	163	-	-	14	14	170	177
Total	165	172	-	-	15	15	180	187
Other categories								
Local level	265	265	-	-	27	27	292	292
Trades and crafts	7	-	-	-	-	-	7	-
Total	272	265	-	-	27	27	299	292
Grand total	668	668	-	-	49	48	717	716

31.1 The activities proposed in this section respond to Programme 38, Public information, of the medium-term plan for the period 1992-1997 (A/45/6/Rev.1). The basic mandate for public information, contained in annex I of General Assembly resolution 13 (I) and subsequent resolutions, continues to be the promotion of an informed understanding of the work and purposes of the United Nations among the peoples of the world, through the media, non-governmental organizations, academic institutions and other channels of public information.

31.2 In accordance with the approved medium-term plan for the period 1992-1997, all public information activities have been grouped into two subprogrammes, namely: promotional services and information services. Priority will be given to subprogramme 1, Promotion services. The two subprogrammes reflect the two-prong approach to the work of the Department of Public Information. Because the organizational structure cuts across these two subprogrammes, resource requirements continue to be presented by main organizational unit.

31.3 The organization of the Department of Public Information remains essentially the same as it was during the biennium 1990-1991, with five office/divisions: (a) Executive Media Service; (b) Communications and Project Management Division; (c) Information Products Division; (d) Dissemination Division; and (e) Information Centres Division. The Director in the Office of the Under-Secretary-General assists in the management of the Department and acts as the Secretary for the Committee on Information and the Joint United Nations Information Committee. The Executive Office provides administrative, financial and personnel support to the Department.

31.4 There are 62 United Nations information centres, managed by the Department of Public Information, around the world. Their work covers both promotional and information services. There has been a growing demand from Member States to establish more information centres. Guidelines have been formulated for the establishment of new centres. In addition, there are two information services, located at Geneva and Vienna.

31.5 The Committee on Information, which meets once a year, is responsible for overseeing and directing the work carried out by the Secretariat under this programme.

31.6 The estimated percentage distribution of the total resources of the Department of Public Information in 1992-1993 would be as follows:

	Regular budget	Extrabudgetary
	(percentage)	
(a) Executive direction and management: Office of the Under-Secretary-General	3.4	0
(b) Programme of work	92.2	100.0
(c) Programme support	4.4	0
Total	100.0	100.0

31.7 Within the programme of work, the approximate percentage distribution of resources among subprogrammes would be as follows:

		Regular budget	Extrabudgetary
		(percentage)	
Subprogramme 1.*	Promotional services	60.0	100.0
Subprogramme 2.	Information services	40.0	0
	Total	100.0	100.0

A. Programme of work

31.8 The programme of work to be undertaken during the biennium 1992-1993 is presented below under the two subprogrammes of the medium-term plan for the period 1992-1997. It will be noted that the description of the activities to be implemented is followed by the acronym of the implementing office: Office of the Under-Secretary-General (OUSG); Executive Media Service (EMS); Communications and Project Management Division (CPMD); Information Products Division (IPD); Dissemination Division (DD); Information Centres Division (ICD); United Nations information service at Geneva (UNIS/GVA); and United Nations information service at Vienna (UNIS/VIE).

Subprogramme 1. Promotional services

31.9 Since its introduction in the revised programme budget for 1988-1989, Promotional services has taken an increasingly prominent role in publicizing and furthering the major themes of the United Nations work. In accordance with these themes, as well as the course of action of the Secretariat, subprogramme 1 is presented under the following 13 headings: (a) Institutional promotion; (b) Peace, security and disarmament; (c) The struggle against apartheid; (d) The question of Palestine; (e) Self-determination and decolonization; (f) Human rights; (g) Economic and social development; (h) The environment; (i) Drug abuse; (j) The Fourth United Nations Development Decade; (k) Women and youth; (l) Communications strategies; (m) Institutional reference.

31.10 Institutional promotion:

(a) Publication in English, French and Spanish of the annual report of the Secretary-General to the General Assembly on the work of the Organization (EMS; CPMD);

(b) Preparation of fact sheets and other relevant material on behalf of the Secretary-General in response to queries about the Organization (EMS);

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* High priority.

(c) Organization of audio-visual co-productions and special events that highlight United Nations commemorative days, years, anniversaries and other ad hoc events and promote the priority issues of development, peace-keeping and peace-making, apartheid, human rights, the environment and the situation of women. These projects will be carried out with media organizations, non-governmental organizations, educational institutions, foundations and corporations, by providing seed money for major productions and series and matching funds for co-productions and joint ventures. The projects will be aimed at world-wide audiences and will include participation by experts, educators, media specialists and other advocates of the United Nations system (regular budget/extrabudgetary (RB/XB)) (CPMD);*

(d) Organization of special events, seminars, educational projects, audio-visual productions and promotional activities in cooperation with United Nations agencies. These projects will coordinate efforts to promote the priority issues of development, peace-keeping and peace-making, apartheid, human rights, the environment, women, health, acquired immunodeficiency syndrome, ageing, etc. Intended for world-wide distribution to the media, non-governmental organizations, editors and publishers, schools and colleges and the general public (RB/XB) (CPMD);*

(e) Production in all six official languages of "Primer for Children" to replace "The United Nations is for You". This new 15 to 20-minute video is aimed at children aged 10 to 14, and will explain the work and structure of the United Nations system. Intended for distribution to United Nations information centres and educational distributors (IPD);

(f) Promotion of the study of and public interest in the United Nations by establishing and maintaining contacts with academic institutions, libraries, non-governmental organizations and other bodies (DD);

(g) Organization of the annual concert from the General Assembly Hall, New York, to celebrate United Nations Day, distributed to television stations for rebroadcast (IPD).

31.11 Peace, security and disarmament:

(a) Publication in English, French and Spanish of an illustrated question-and-answer guide to conflict resolution and peace-keeping. Intended for distribution to parliamentarians, non-governmental organizations, educational institutions, government agencies and officials (CPMD);*

(b) Publication in English, French and Spanish of an updated edition of the pamphlet United Nations Peace-keeping (DPI/1048). Intended for distribution to the media, parliamentarians, non-governmental organizations, research and educational institutions, government agencies and officials (CPMD);

(c) Production in English, French and Spanish of a wall chart on United Nations peace-keeping operations. Intended for distribution to non-governmental organizations, educational institutions and government agencies (CPMD);**

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* High priority.

** Low priority.

(d) Publication in English, French and Spanish of a revised and updated edition of the booklet United Nations Security Council (DPI/1005). Intended for distribution to the media, parliamentarians, non-governmental organizations, research and educational institutions, government agencies and officials (CPMD);

(e) Preparation and production of a series of information kits, briefing papers and feature articles on peace and security issues, including disarmament and international law. Intended for distribution to the media, parliamentarians, non-governmental organizations, research and educational institutions, government agencies and officials (CPMD);*

(f) Production in English, French and Spanish of a 15 to 20-minute educational video on peace-keeping and peace-making, in cooperation with an outside film or television production company. An accompanying teaching guide will include classroom exercises, interviews, graphics and statistics, etc. This project is part of the series About the United Nations, which is targeted at upper-level primary schools and secondary schools. Intended for world-wide distribution, including associated schools of the United Nations Educational, Scientific and Cultural Organization (UNESCO), broadcasting organizations, United Nations information centres and national and international distributors of educational materials (CPMD);

(g) Production of "New Directions in the 1990s". This 30-minute documentary video will explore some of the new responsibilities that the United Nations has undertaken in the field of peace-keeping and peace-making, including a retrospective of the Central American Operations. To be distributed to United Nations information centres, television and non-theatrical distributors (IPD);

(h) Production in English, French, Spanish and Russian of a 30-minute video documentary which would provide an overview of past and present work by the United Nations on all aspects of disarmament. Intended for general and classroom use, it will be distributed to United Nations information centres and non-theatrical distributors (IPD);

(i) Organization of a three-day conference at Geneva for journalists aimed at informing them about chemical weapons and at building support for the comprehensive ban on chemical weapons. Participants will include diplomats, scholars and experts in the field. A final report on the conference will be distributed to participants, the press, parliamentarians, non-governmental organizations, research and educational institutions, government agencies and officials (CPMD).

31.12 The struggle against apartheid:*

(a) Publication of an updated version of the Secretary-General's report on apartheid to provide accurate information on the policies of apartheid of the Government of South Africa (CPMD);

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* High priority.

(b) Production of an information kit on the policies of apartheid of the Government of South Africa. The kit will use the most recent information to describe and analyse the evolution of the situation in South Africa, in the light of the objective set by the international community of a united, democratic and non-racial South Africa. The kit will be produced to coincide with a special event, such as an international conference or a special session of the General Assembly (CPMD);

(c) Production of two feature articles, one in 1992 and the other in 1993, which will highlight major developments in the dismantling of the system of apartheid and progress in the achievement of the goal set by the international community of a united, democratic and non-racial South Africa. The articles will be offered to the media throughout the world (CPMD);

(d) Production and dissemination of press releases, pamphlets and feature articles on the situation in South Africa, to mark the International Day against Racial Discrimination. The information material will be disseminated particularly through United Nations information centres and United Nations information services (CPMD);

(e) Production in English of a series of 164 radio documentary/feature programmes on various aspects of the struggle against apartheid. Also, production in English of 164 current affairs magazine programmes on latest developments at the United Nations which concern southern Africa. Each of the programmes in these two series will be adapted into Afrikaans, Sesotho, Setswana, Xhosa and Zulu. The programmes will be distributed on open reel tapes and audio-cassettes to radio organizations whose transmissions can be heard in South Africa and neighbouring countries, and to radio organizations in other parts of the world (IPD);

(f) Production of Southern Africa News, a weekly five-minute news bulletin that highlights developments in the struggle against apartheid and other issues concerning southern Africa. To be distributed via telephone circuit to radio stations in southern Africa (IPD);

(g) Organization of an encounter between senior journalists and a panel of eminent experts from South Africa and elsewhere to discuss developments in the country in the light of the goal set by the international community of a united, democratic and non-racial South Africa (CPMD).

31.13 The question of Palestine:*

(a) Production of a publication which examines the prospects for convening an international peace conference on the Middle East. Written for a general audience, it will review the historical background on the idea of a conference and discuss various United Nations resolutions and statements that deal with the concept of an international conference (CPMD);

(b) To update two publications: For the Rights of Palestinians: The Work of the Committee on the Exercise of the Inalienable Rights of the Palestinian People (DPI/945); and Human Rights for the Palestinians: The Work of the Special

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* High priority.

Committee to Investigate Israeli Practices Affecting the Human Rights of the Palestinian People and Other Arabs of the Occupied Territories (DPI/974). To be carried out in close cooperation with the Committee on the Exercise of the Inalienable Rights of the Palestinian People, the Special Committee to Investigate Israeli Practices Affecting the Human Rights of the Palestinian People and Other Arabs of the Occupied Territories, and the Centre for Human Rights (CPMD);

(c) Production of a poster promoting the idea of self-determination for the Palestinians (CPMD);

(d) To update the photographic exhibition at Headquarters on Palestinian rights highlighting recent developments (CPMD);

(e) Co-production in English, French, Spanish and Arabic of a 30-minute video documentary looking at the situation in Palestine and reassessing the evolution of the Palestinian question in the light of developments at the United Nations. Intended for distribution to United Nations information centres, television and non-theatrical distributors (IPD);

(f) Production in English, French, Spanish and Arabic of a series of four radio documentary/feature programmes each year on issues concerning the inalienable rights of the Palestinian people. Intended for world-wide distribution on open reel tapes and audio-cassettes (IPD);

(g) The organization of four national encounters, two each in 1992 and 1993, for senior journalists of four Member States. Each of these encounters will bring together prominent media representatives of the Member State in which the encounter is held, and Israeli and Palestinian experts to engage in a discussion. The intention of these encounters is to further the Israeli-Palestinian dialogue and to contribute to a peaceful solution to the question of Palestine (CPMD);

(h) The organization of two regional encounters for journalists, one in 1992 and the other in 1993, aimed at raising awareness in Europe and North America of the question of Palestine. These encounters will bring together prominent media representatives from Europe and North America, and Israeli, Palestinian and other experts on the Middle East to engage in a discussion, in order to further the Israeli-Palestinian dialogue and to contribute to a peaceful solution to the question of Palestine (CPMD);

(i) The organization of two missions to the Middle East for 15 to 18 senior journalists from major news organizations, particularly those in Europe and North America. The purpose of the missions will be to observe and assess at first hand the plight of the Palestinians under Israeli occupation, and to evaluate the prospects for a peaceful solution to the question of Palestine. One mission will be organized in 1992 and the other in 1993, and each will last 10 to 15 days (CPMD).

31.14 Self-determination and decolonization:

(a) To update and reprint in English, French and Spanish the booklet Decolonization: The Task Ahead. This booklet provides profiles of the Trust and Non-Self-Governing Territories, which constitute the remaining task on the decolonization agenda of the United Nations. It is produced in cooperation with the Department for Special Political Questions, Regional Cooperation, Decolonization and Trusteeship (CPMD);

(b) Production of a poster that promotes the idea of a world without colonialism by the year 2000, one of the goals of the International Decade for the Eradication of Colonialism (CPMD).

31.15 Human rights:

(a) Reprints in local languages of the booklet that contains the full text of the Universal Declaration of Human Rights and production of the booklet in other languages as required by United Nations information centres. To be distributed to non-governmental organizations, educational institutions, government officials and the general public (CPMD);

(b) Reprints in English, French and Spanish of booklets containing the texts of international instruments on human rights, and the production of new booklets that bring together related human rights instruments. The catalogue on human rights and economic and social development will also be updated. These materials are for use by United Nations information centres, non-governmental organizations, educational institutions, government agencies, the media and the general public (CPMD);

(c) Production in English of Objective: Justice, a booklet which deals with questions of human rights, self-determination, racism and racial discrimination. Intended for use by non-governmental organizations, the media, educational institutions and libraries, parliamentarians, government agencies and officials (CPMD);

(d) Production in all six official languages of an illustrated brochure on the International Year for the World's Indigenous Peoples. Intended for use by United Nations information centres, non-governmental organizations, schools, the media and the general public (CPMD);

(e) Production in English, French and Spanish of an information kit on human rights issues such as torture, migrant workers, slavery and trafficking in persons, racial discrimination and the right to development. Intended for use by United Nations information centres, the media, non-governmental organizations and government officials (CPMD);*

(f) Production in all official languages of a poster for the International Year for the World's Indigenous Peoples for general distribution, and of a public service announcement using the same design as the poster for placement in international English language magazines, as space is donated (CPMD);

(g) Commemoration of Human Rights Day (10 December); activities at Headquarters each year that include a high profile guest speaker at a seminar, a press conference, film screenings and an exhibition (CPMD);

(h) Organization of an encounter for selected members of the international news media, to raise awareness of the work of the United Nations on human rights and to stimulate more coverage of its activities in this area (CPMD).

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* High priority.

31.16 Economic and social development:

(a) Production in English, French and Spanish of Development Forum. This periodical covers economic and social issues and is produced six times each year. Intended for use by non-governmental organizations, the media, educational institutions and libraries, parliamentarians, government agencies and officials. Also, production of Development Business, a subscription periodical that is issued every two weeks and provides information on the business opportunities arising from loans and grants by international financial institutions and development agencies (RB/XB) (IPD);

(b) Production in English, French and Spanish of a 15 to 20-minute educational video on development, to be made in cooperation with an outside film/television production company. An accompanying teaching guide will include classroom exercises, interviews, graphics and statistics, etc. This project is part of the series About the United Nations, which is targeted at secondary schools and upper-level primary schools. Intended for world-wide distribution, including UNESCO associated schools, United Nations information centres, broadcasting organizations, and national and international distributors of educational materials (CPMD);*

(c) Production in English of four editions of Regional Development Magazine. This 15 to 20-minute television programme on development issues is for use by broadcasters as a basis for panel discussions and insertion into local programming. Each programme will focus on a particular region and will be targeted at audiences there. Versions in local languages will be made where appropriate (RB/XB) (IPD);

(d) Design of a major exhibition for the General Assembly public lobby at Headquarters to highlight the World Decade for Cultural Development. Mounted from July to August 1993, it will highlight the decade at its midpoint (CPMD);

(e) Reprints in various official languages of booklets that contain the text of United Nations guidelines and instruments on social development issues, such as the Vienna International Plan of Action on Ageing, Guidelines for Further Planning and Suitable Follow-up in the Field of Youth, and crime prevention and criminal justice standards, etc. Intended for a general audience, including government officials, non-governmental organizations, United Nations information centres and educational institutions (CPMD);

(f) Production of a public service announcement on some aspect of the work of the United Nations in the field of social development, for placement in international English language magazines, as space is donated (CPMD);

(g) Production in English, French and Spanish of a series of news feature articles on various aspects of the work of the United Nations on ageing, youth, crime and other social development issues for use by United Nations information centres and the media (CPMD);

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* High priority.

(h) Production in English, French and Spanish of an illustrated booklet about the activities of the United Nations in the field of economic and social development and the challenges ahead. Intended for use by United Nations information centres, non-governmental organizations, the media, educational institutions, parliamentarians and government officials (CPMD);

(i) Production in English, French and Spanish of a summary of the annual World Economic Survey and End of Year Notes, for use by the news media (CPMD);

(j) Production in English, French and Spanish of the biannual brochure The United Nations Social Agenda, which lists forthcoming international events in the social development field. It contains short articles on United Nations activities on issues such as development, human rights, environment, AIDS, women, drug abuse control, ageing, youth and crime control. Intended for use by United Nations information centres, non-governmental organizations, the media and the general public (CPMD);

(k) Co-production in English, French, Spanish and Arabic of a 30-minute video documentary exploring how the ageing of the population affects national economies and the structure of the family. The video will be part of the efforts marking the tenth anniversary of the adoption of the Vienna International Plan of Action on Ageing in 1992. It will also be part of the programme for the Year of the Family in 1994. Intended for distribution to United Nations information centres, television and non-theatrical distributors (RB/XB) (IPD);

(l) Production in English, French and Spanish of a booklet entitled Humanity Comes of Age, which features United Nations activities related to the elderly. It includes data on the ageing of the world's population, forecasts for the twenty-first century, profiles of national mechanisms on ageing and the role of the elderly in the family. Production of the booklet will also be used to mark the tenth anniversary of the World Assembly on Ageing. Intended for use by non-governmental organizations, United Nations information centres, government decision makers, the media and educational institutions (CPMD);*

(m) Organization of activities at Headquarters to mark the 1992 Day for the Elderly (1 October), and the tenth anniversary of the World Assembly on Ageing, to include the presentation of testimonials in support of the United Nations programme on ageing (CPMD);

(n) Production in English, French and Spanish of a poster on United Nations activities relating to ageing to mark the tenth anniversary of the World Assembly on Ageing. The design will be chosen from entries to an international poster competition. A public service announcement based on the poster will be produced for placement in international English language magazines, as space is donated. The best poster designs from the competition will be mounted in an exhibition at Headquarters connected with the Day for the Elderly (RB/XB) (CPMD);

(o) Production in English and French of an illustrated version of the World Programme of Action concerning Disabled Persons, as recommended by the Helsinki Expert Group Meeting on Alternative Ways to Mark the End of the United Nations

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* High priority.

Decade of Disabled Persons. Written for a general audience, including government decision makers, the media, non-governmental organizations and the general public (CPMD);

(p) Production in English, French and Spanish of a poster to mark the end of the United Nations Decade of Disabled Persons. The same design will be used to produce a public service announcement for placement in international English language magazines, as space is donated (CPMD);**

(q) Production in English, French and Spanish of an information kit on the International Year of the Family, to include perspectives on women and the family, the family and ageing and other social aspects of the family. Intended for use by the media, United Nations information centres and non-governmental organizations (CPMD);

(r) Activities at Headquarters in observance of the annual Natural Disaster Reduction Day, which would help publicize the goals and activities of the International Decade for Natural Disaster Reduction (CPMD);

(s) Reprint in English, French and Spanish of the poster (DPI/1084) and brochure (DPI/1078) on the International Decade for Natural Disaster Reduction 1990-1999 (CPMD);

(t) Production in English, French and Spanish of two leaflets, one in 1992 on natural disasters, the second in 1993 on the cultural development decade. The leaflets are aimed at upper-level primary schools and provide guidelines for teachers. They include a descriptive map of the United Nations, illustrations, photographs and graphics (CPMD);**

(u) Organization of regional media briefings and production of audio-visual material with accompanying briefing notes for members of the international print, radio and television news media on the impact on developing countries of economic changes in Europe. The material will be based on data produced for a series of seminars being organized by the Department of International Economic and Social Affairs in 1991 (CPMD).

31.17 The environment:

(a) Production in English, French and Spanish of a booklet containing a general interest version of Agenda 21, the programme of action to be adopted by the United Nations Conference on Environment and Development. Intended for use by the media, non-governmental organizations, educational institutions, government agencies and United Nations information centres (CPMD);

(b) Production in English, French and Spanish of features and fact sheets of substantive reports from the United Nations Conference on Environment and Development. Intended for use by the media, United Nations information centres, non-governmental organizations, educational and research institutions, and government agencies (CPMD);

** Low priority.

(c) Design of a major exhibition to publicize the United Nations Conference on Environment and Development. To be mounted in the General Assembly public lobby at Headquarters from April to June 1992, to coincide with the conference (CPMD);

(d) Co-production in English, French, Spanish and Arabic of Workplace and the Environment. This 30-minute video documentary will look at the impact of concern about the environment on the world of work, and explore how environmentalism may affect employment both in the developed and developing countries. Intended for distribution to United Nations information centres, television and non-theatrical distributors (RB/XB) (IPD).

31.18 Drug abuse:

(a) Production of an illustrated brochure in English, French and Spanish on the new United Nations Decade against Drug Abuse, reflecting recent changes in the United Nations drug control structure. Intended for distribution to United Nations information centres, non-governmental organizations, the media and general public (CPMD);

(b) Production of public service announcements on the role of the United Nations in drug abuse control, for placement in international magazines as space is donated, and on television and radio (CPMD);

(c) Production of news feature stories highlighting United Nations activities in the field of drug abuse control. Intended for distribution to United Nations information centres and the news media (CPMD);

(d) Organization of seminars, film screenings and exhibitions at Headquarters to mark the Annual Day against Drug Abuse and Illicit Trafficking (CPMD).

31.19 The Fourth United Nations Development Decade:

(a) Production in English, French and Spanish of an illustrated booklet on emerging economic issues for the 1990s and beyond, based on material produced by the Department of International Economic and Social Affairs. Intended for use by the media, non-governmental organizations, United Nations information centres, educational institutions and government agencies (CPMD);**

(b) Production in English, French and Spanish of feature articles on major themes of the Fourth United Nations Development Decade (1991-2000), such as acceleration of economic growth of developing countries, external debt, development finance, trade, commodities, science and technology, entrepreneurship, the least developed countries and human resource development. Intended for use by the media and United Nations information centres (CPMD);

(c) Production in English, French and Spanish of an information kit on the need to eradicate poverty. Intended for distribution to United Nations information centres, the media and non-governmental organizations (CPMD).

** Low priority.

31.20 Women and youth:

(a) Production in English, French and Spanish of an illustrated booklet on the role and activities of the United Nations relating to youth. Intended for use by United Nations information centres, non-governmental organizations, government organizations and youth groups (RB/XB) (CPMD);**

(b) The reprinting in English, French, Spanish and Arabic of the illustrated brochure End Discrimination Against Women (DPI/995), which summarizes the text of the Convention on the Elimination of All Forms of Discrimination against Women (CPMD);

(c) The reprinting in English, French, Spanish and Arabic of the booklet which contains the full text of the Convention of the Elimination of All Forms of Discrimination against Women (DPI/993). Chinese and Russian versions using the same format will also be produced (CPMD);

(d) The reprinting in English, French, Spanish and Arabic of the booklet which contains the full text of the Nairobi Forward-looking Strategies for the Advancement of Women (CPMD);

(e) Production in English, French and Spanish each year of a calendar on United Nations activities related to women. Intended for distribution to United Nations information centres, non-governmental organizations and educational institutions (CPMD);

(f) Production of a public service announcement on the work of the United Nations in the cause of women, to be placed in international magazines, as space is donated (CPMD);

(g) Production in French, Spanish and Arabic of a series of 48 radio documentaries and feature programmes on the status and advancement of women, for distribution on open reel tape or audio-cassette to broadcasting organizations (IPD);

(h) Production in English of a weekly radio documentary/feature programme on various issues related to the status and advancement of women. Programmes will be adapted into various other languages and distributed on open reel tapes or audio-cassettes to radio organizations world wide (IPD);

(i) Production of a booklet in English, French and Spanish written to accompany special editions of the United Nations weekly radio programme for women. It will explain women's basic rights as embodied in the Convention on the Elimination of All Forms of Discrimination against Women, and describe what steps are needed to promote an awareness of those laws which protect women against discrimination (CPMD);

** Low priority.

(j) Production of feature articles and fact sheets in English, French and Spanish on various priority themes such as environment, development, the peace process and poverty and their relationship to women. To be produced in conjunction with special editions of the United Nations weekly radio programme for women. Intended for use by non-governmental organizations and the media (CPMD);

(k) Organization of an annual one day event at Headquarters to observe International Women's Day (8 March) and to highlight the work of the United Nations in improving the status of women world wide. The event will include a high profile guest speaker at a seminar for non-governmental organizations and the media, as well as film screenings and an exhibition (CPMD).

31.21 Communication strategies:

(a) Publication and updating of the World Media Handbook 1992 by the addition of new profiles. The Handbook was first published in 1990. The new edition will include demographic and communication indicators, a concise list of newspapers, magazines and other periodicals, news agencies, broadcasting organizations, journalistic associations and other media data for each Member State (OUSG);

(b) The identification of commercial publishers who are better placed to publish and disseminate United Nations information materials, by participation in the Frankfurt Book Fair, which is the single largest gathering of commercial publishers (DD).

31.22 Institutional reference:

In addition to the various publications to be produced in connection with specific themes or promotional campaigns, there will be a general portfolio of monthly, quarterly, annual and ad hoc publications as needs arise. The publications will include basic documentation, institutional reference material and periodicals as described below:

(a) DPI Notes, a monthly four-page newsletter on the activities of the Department of Public Information for dissemination to senior officers of the Department and the Secretariat, United Nations delegations and United Nations information centres and services (CPMD);

(b) Production in the six official languages and five local languages of United Nations in Brief, a full-colour fold out brochure which shows the structure and activities of the Organization (CPMD);

(c) Biennial updating of Basic Facts about the United Nations in English, French and Spanish, and in three other languages (CPMD);

(d) Annual four-page leaflet listing all States Members of the United Nations (CPMD);**

(e) Revision in English and French of the 500-page book Everyone's United Nations (CPMD);*

** Low priority.

* High priority.

(f) Production in English, French and Spanish of six United Nations Focus feature articles on specific United Nations programmes, departmental activities or intergovernmental organs (CPMD);**

(g) Production in English, French and Spanish of the 80-page booklet, Notes for Speakers, which is a guide for those who speak or teach about the organization, helping in the preparation of effective presentations on the major issues before the United Nations (CPMD);

(h) Production in English, French and Spanish of the Annual Reference Paper, which contains background information on forthcoming United Nations conferences and current special decades, years, weeks and days (CPMD);**

(i) Reprints as required of the Charter of the United Nations in three of the six official languages and five other languages (CPMD);

(j) Production in the six official languages of UN Chronicle, a quarterly magazine which reports on the activities of United Nations legislative bodies and other activities of the United Nations system (IPD/PS);**

(k) Production of Yearbook of the United Nations, covering 1988 and 1989 (IPD).

Subprogramme 2. Information services

31.23 The second subprogramme, Information services, includes activities of a continuing nature, as well as support and servicing functions. Such activities, which include coverage of United Nations meetings and events and production of radio and television programmes, are essential services which the Department of Public Information must undertake in order to sustain media and public interest in United Nations affairs.

31.24 Subprogramme 2 is presented under the following eight functional headings: (a) Press releases; (b) Radio news programmes and magazines; (c) Television news and magazines; (d) Photography; (e) Accreditation to and liaison with the press; (f) Non-governmental organization and institutional relations; (g) Service to visitors; (h) Training.

31.25 Press releases:

Press releases will be issued to cover the meetings, observances, events and other activities of the United Nations and its agencies at Headquarters. There will also be coverage of United Nations meetings held away from Headquarters and other meetings.

(a) Production of press releases is in English and French. The material produced includes briefing papers, round-ups, and notes to correspondents. They cover, inter alia, the statements and travel of the Secretary-General; the appointments of United Nations officials; selected secretariat reports and publications; activities at United Nations offices away from Headquarters,

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** Low priority.

including the regional commissions and specialized agencies; biographical data on new permanent representatives and newly elected chairmen of intergovernmental bodies; and the status of treaties and other legal matters (IPD);

(b) In addition to translating and disseminating press releases issued by Headquarters, the United Nations information services at Geneva and Vienna issue their own press releases to cover the meetings, events and activities taking place at the United Nations Office at Geneva and the United Nations Office at Vienna. They are produced in English and French by Geneva, and in English, French, German and Hungarian by Vienna (UNIS/VIE, UNIS/GVA);

(c) Production in English and French of an annual compendium of resolutions and decisions adopted by the General Assembly (IPD);

(d) Organization and maintenance of a library of press releases and documents on the United Nations and its specialized agencies, and the distribution of these documents to the media at Headquarters and at major United Nations conferences abroad (DD);

(e) Production in English of daily news summaries and highlights for distribution to accredited correspondents at Headquarters, and the radio section of the Information Products Division (IPD);

(f) Production in English, French and Spanish of daily United Nations news dispatches for the News Agencies Pool of Non-Aligned Countries, the Pan-African News Agency and other regional news agencies of the developing countries (IPD).

31.26 Radio news programmes and magazines:

(a) United Nations meetings, observances, special events and other activities of the system will be covered by the production of daily and weekly news bulletins and magazines in Arabic, Bangla, Chinese, English, French, Portuguese, Russian, Spanish and Swahili. These productions will be distributed to broadcasting organizations via radio circuit for rebroadcast on shortwave and mediumwave; directly to broadcasting organizations via telephone circuit, at their expense; and on tape or audio-cassette to broadcasting organizations (IPD);

(b) In addition, special weekly and monthly radio documentaries, features and regional magazines will be produced in Arabic, Bangla, Chinese, Dutch, English, French, French-Creole, Hindi, Indonesian, Portuguese, Russian, Spanish, Swahili, Turkish and Urdu. These productions will be distributed on audio-cassette to United Nations information centres and radio stations throughout the world for local, national and external rebroadcast (IPD);

(c) Geneva and Vienna will also produce radio news programmes, features, interviews and documentaries to supplement and complement those produced at Headquarters (UNIS/VIE, UNIS/GVA);

(d) Daily news bulletins in Spanish, and other languages as necessary, will be written for distribution by electronic mail to United Nations information centres for translation and adaptation into local languages (IPD).

31.27 Television news and magazines:

(a) Coverage by television of the meetings of the General Assembly and the Security Council, and other meetings and events occurring at United Nations Headquarters, for use by television broadcasters and news syndicates. In addition, there will be coverage of meetings and events at Geneva and Vienna. All television news coverage will be available for use in feature productions and for archival purposes (IPD, UNIS/VIE, UNIS/GVA);*

(b) Production of the "World Chronicle", a live 30-minute television panel discussion programme, for distribution to broadcasters via video-cassette (IPD);**

(c) Production in English, French, Spanish, Arabic and Russian of "United Nations in Action", a weekly three-minute television magazine for distribution by video-cassette and satellite to television stations (IPD);

(d) Production of the 1992 and 1993 programme "Wrap-Up", a 15-minute television programme which reviews the major activities of the United Nations for the year. Produced in English, French, Spanish, Arabic, Russian and Chinese for video-cassette distribution and satellite transmission (IPD);

(e) Participation in a number of selected international video festivals and media markets to promote the wider dissemination of United Nations produced video and audio programmes (DD);

(f) Production of television news programmes and features by Geneva and Vienna, both for direct dissemination to television broadcasters and for inclusion in productions made at Headquarters (UNIS/VIE, UNIS/GVA).

31.28 Photography:

Production of photographs of the appointments of the Secretary-General, and other meetings, conferences and events held at Headquarters. There will also be coverage of meetings and events at Geneva and Vienna, as well as photographs of United Nations field projects (IPD).

31.29 Accreditation to and liaison with the press:

(a) Provision of daily press briefings for correspondents at United Nations Headquarters, followed by special briefings for the press officers of delegations (EMS);

(b) Provision of twice weekly press briefings for accredited correspondents to the United Nations Office at Geneva (UNIS/GVA);

(c) Organization of press conferences for the Secretary-General;

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* High priority.

** Low priority.

(d) Organization of the annual Editors Roundtable. This event brings some 20 leading print and broadcast journalists to Headquarters for three days of briefings and discussions with senior United Nations officials and ambassadors on issues of international concern (EMS);

(e) Undertaking two outreach visits to selected geographical regions to expand and develop media contacts in those areas (EMS);

(f) The organization of press luncheons for the Secretary-General (EMS);

(g) Maintaining media liaison for the Secretary-General during his various missions and official visits overseas, and preparatory work for the Secretary-General in conjunction with such travel (EMS);

(h) Provision of accreditation, logistical support, liaison and information services to correspondents based at Headquarters and representatives of the media visiting Headquarters. These services will also be provided at major United Nations conferences abroad (DD).

31.30 Non-governmental organization and institutional relations:

(a) Targeting and distribution of printed public information materials and selected parliamentary documents to the media, non-governmental organizations and other redisseminators (DD);

(b) Organization and sponsorship of an annual three-day conference at Headquarters for 1,200 non-governmental organizations from around the world on a major United Nations topic (DD);

(c) Organization of weekly briefings for non-governmental organizations on the issues before the United Nations at Headquarters (DD);

(d) Maintenance and coordination of accreditation services and liaison with non-governmental organizations at Headquarters, Geneva and Vienna (DD);

(e) Operation of a non-governmental organization resource centre at Headquarters (DD);

(f) Organization of an annual two-day orientation session for newly accredited non-governmental organizations (DD);

(g) Organization of a two-day workshop for editors and writers from major non-governmental organization publications and periodicals (DD);

(h) Organization of an annual two-day regional conference probably in Europe and Latin America to promote awareness of the United Nations and to prepare for the commemoration of the fiftieth anniversary (DD);

(i) Answering inquiries received from North America and all countries not served by a United Nations information centre (DD).

31.31 Services to visitors:

(a) The outputs and activities listed under this heading also relate to Programme 44, Services to the public, of the medium-term plan for the period 1992-1997, subprogramme 4, Services to visitors;

(b) Coordination of the guided tours programmes at United Nations Headquarters in New York, the Vienna International Centre and the Palais des Nations at Geneva (DD, UNIS/VIE, UNIS/GVA).

31.32 Training:

Organization of the annual Programme of the Department of Public Information for Third World Broadcasters and Journalists, which brings together participants from developing countries for a six-week programme at United Nations Headquarters. The programme includes work assignments in the Department, briefings and panel discussions, visits to outside media organizations, a two-day visit to Washington, D.C. for briefings by the World Bank, the International Monetary Fund (IMF) and major media organizations, and a two-day visit to Rochester sponsored by the United Nations Association of the United States of America (RB/XB) (CPMD).

B. Resource requirements

1. Department of Public Information, Headquarters

(a) Executive direction and management: Office of the Under-Secretary-General

TABLE 31.6. ANALYSIS OF OVERALL COSTS

(Thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1990-1991 appropriation	Estimated additional requirements at revised 1991 rates: Revaluation of 1990-1991 resource base	Estimated additional requirements at revised 1991 rates: Resource growth	Total requirements at revised 1991 rates	Inflation in 1992 and 1993	1992-1993 estimates
Established posts	2 126.9	100.1	(58.8)	2 168.2	124.5	2 292.7
Personal services	54.8	1.4	(20.8)	35.4	2.9	38.3
Common staff costs	818.4	38.6	(22.6)	834.4	48.8	883.2
Representation allowances	8.0	-	-	8.0	-	8.0
Travel of staff	68.7	2.1	-	70.8	5.9	76.7
External printing and binding	-	-	21.0	21.0	0.3	21.3
Public information production	235.4	6.2	(136.6)	105.0	8.6	113.6
News agency services	-	-	30.4	30.4	2.5	32.9
Hospitality	16.4	0.4	1.4	18.2	1.5	19.7
Total	3 328.6	148.8	(186.0)	3 291.4	195.0	3 486.4

(2) Extrabudgetary resources

	-
Total	3 486.4

TABLE 31.7. POST REQUIREMENTS

Programme: Office of the Under-Secretary-General

	Established posts		Temporary posts				Total	
	Regular budget		Regular budget		Extrabudgetary resources			
	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993
Professional category and above								
USG	1	1	-	-	-	-	1	1
D-2	1	1	-	-	-	-	1	1
D-1	2	2	-	-	-	-	2	2
P-5	1	1	-	-	-	-	1	1
P-4	2	2	-	-	-	-	2	2
P-3	3	3	-	-	-	-	3	3
Total	10	10	-	-	-	-	10	10
General Service category								
Other levels	13	12	-	-	-	-	13	12
Total	13	12	-	-	-	-	13	12
Grand total	23	22	-	-	-	-	23	22

31.33 The Office of the Under-Secretary-General provides overall direction, supervision and management of the work of the Department.

Resource requirements (at revised 1991 rates)

Redeployment of posts

31.34 It is proposed to redeploy one General Service post (Other level) to the Information Products Division.

Personal services

31.35 A provision of $35,400, representing a negative growth of $20,800, is requested to cover the costs of individual contractors with special expertise in public information surveys.

Travel of staff

31.36 The resources requested under this heading ($70,800), involving no growth, would cover the costs of travel of the Under-Secretary-General and other staff members of the Office to attend meetings of Joint United Nations Information Committee, to visit information centres and to represent the United Nations at meetings dealing with information questions.

External printing and binding

31.37 The new provision requested under this heading ($21,000) would cover the printing costs of seven booklets on public opinion polls.

Public information production

31.38 An amount of $105,000, corresponding to a negative growth of $136,600, is requested to cover the contractual costs of conducting seven polls by national and international research organizations at an average estimated cost of $15,000 per poll.

News agency services

31.39 A provision of $30,400, previously included under the heading public information services in the biennium 1990-1991, is requested to cover the costs of subscribing to monitoring databases and clipping services.

Hospitality

31.40 The provision requested ($18,200) involves a resource growth of $1,400 and relates to hospitality functions, including the annual journalists' round table, the training programme for journalists and broadcasters from developing countries and other similar activities.

(b) Executive Media Service

TABLE 31.8. ANALYSIS OF OVERALL COSTS

(Thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1990-1991 appropriation	Estimated additional requirements at revised 1991 rates: Revaluation of 1990-1991 resource base	Estimated additional requirements at revised 1991 rates: Resource growth	Total requirements at revised 1991 rates	Inflation in 1992 and 1993	1992-1993 estimates
Established posts	906.8	45.2	-	952.0	54.2	1 006.2
Common staff costs	349.1	17.5	-	366.6	21.0	387.6
Travel of participants	94.8	2.9	-	97.7	8.0	105.7
Travel of staff	34.3	1.1	-	35.4	3.1	38.5
External printing and binding	54.8	1.4	-	56.2	4.6	60.8
News agency services	32.9	0.9	-	33.8	2.8	36.6
Hospitality	55.9	1.5	(15.2)	42.2	3.4	45.6
Supplies and materials	9.0	0.3	-	9.3	0.8	10.1
Total	1 537.6	70.8	(15.2)	1 593.2	97.9	1 691.1

(2) Extrabudgetary resources	-
Total	1 691.1

TABLE 31.9. POST REQUIREMENTS

Programme: Executive Media Service

	Established posts		Temporary posts					
	Regular budget		Regular budget		Extrabudgetary resources		Total	
	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993
Professional category and above								
D-1	1	1	-	-	-	-	1	1
P-5	1	1	-	-	-	-	1	1
P-4	1	1	-	-	-	-	1	1
P-3	2	2	-	-	-	-	2	2
Total	5	5	-	-	-	-	5	5
General Service category								
Principal level	2	2	-	-	-	-	2	2
Other levels	2	2	-	-	-	-	2	2
Total	4	4	-	-	-	-	4	4
Grand total	9	9	-	-	-	-	9	9

Resource requirements (at revised 1991 rates)

Travel of participants

31.41 The estimated requirements ($97,700), involving no growth, relate to the cost of travel of participating print and broadcast journalists to the editors' round table for briefing and discussions with senior United Nations officials and ambassadors on issues of international concern. These estimates assume convening of the round table at Headquarters and participation by some 20 journalists.

Travel of staff

31.42 The resources requested ($35,400), involving no growth, would cover the costs of travel of senior staff to accompany the Secretary-General on his travels and for advance work on behalf of the Secretary-General in conjunction with such travel; and travel of staff on two media outreach programme missions.

External printing and binding

31.43 A provision of $56,200, involving no growth, is requested to cover the cost of publishing the annual report of the Secretary-General on the work of the Organization.

News agency services

31.44 An amount of $33,800, involving no growth, is requested to cover the cost of renting news agency services.

Hospitality

31.45 The provision requested under this heading ($42,200), reflecting a negative growth of $15,200, would cover the cost of press luncheons for the Secretary-General and other expenses of staff in the course of contacts with representatives of the media on behalf of the Secretary-General.

Supplies and materials

31.46 A provision of $9,300, involving no growth, is requested for subscriptions to periodicals and miscellaneous supplies.

(c) Communications and Project Management Division

TABLE 31.10. ANALYSIS OF OVERALL COSTS

(Thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1990-1991 appropriation	Estimated additional requirements at revised 1991 rates: Revaluation of 1990-1991 resource base	Estimated additional requirements at revised 1991 rates: Resource growth	Total requirements at revised 1991 rates	Inflation in 1992 and 1993	1992-1993 estimates
Established posts	4 568.9	223.9	10.6	4 803.4	259.7	5 063.1
Temporary posts	372.9	(372.9)	-	-	-	-
Personal services	159.3	(26.8)	89.9	222.4	18.6	241.0
Common staff costs	1 902.0	(56.0)	4.2	1 850.2	101.4	1 951.6
Representation allowances	-	-	1.2	1.2	-	1.2
Travel of participants	-	-	48.6	48.6	4.1	52.7
Travel of staff	56.1	1.9	33.0	91.0	7.5	98.5
Contracts-external translation	130.4	(17.0)	-	113.4	9.4	122.8
External printing and binding	1 648.8	(535.6)	132.6	1 245.8	102.7	1 348.5
Public information production	466.3	(123.4)	67.6	410.5	33.8	444.3
Contractual engineering	10.2	(10.2)	-	-	-	-
Rental of furniture and equipment	5.1	(5.1)	-	-	-	-
Miscellaneous services	49.3	1.7	(19.3)	31.7	2.6	34.3
Supplies and materials	97.8	(11.1)	-	86.7	7.1	93.8
Fellowships	268.4	7.0	(15.6)	259.8	21.4	281.2
Total	9 735.5	(923.6)	352.8	9 164.7	568.3	9 733.0

TABLE 31.10 (continued)

(2) Extrabudgetary resources

	1990-1991 estimated expenditures	1992-1993 estimated expenditures
(a) Services in support of:		
(i) Other United Nations organizations	-	-
(ii) Extrabudgetary programmes	-	-
Total (a)	-	-
(b) Substantive activities		
Trust Fund for Economic and Social Information	264.0	170.0
Trust Fund for the Oral History of the United Nations	10.0	-
Trust Fund for Information Support for African Economic Recovery and Development	350.0	a/
Total (b)	624.0	170.0
(c) Operational projects	-	-
Total (c)	-	-
Total (a), (b) and (c)	624.0	170.0
Total		9 903.0

a/ The expenditures for this Trust Fund will be shown under section 11, Development and international economic cooperation, of the proposed programme budget for the biennium 1992-1993.

TABLE 31.11. POST REQUIREMENTS

Programme: Communications and Project Management Division

	Established posts		Temporary posts					
	Regular budget		Regular budget		Extrabudgetary resources		Total	
	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993
Professional category and above								
D-2	-	1	-	-	-	-	-	1
D-1	1	-	-	-	-	-	1	-
P-5	5	5	-	-	-	-	5	5
P-4	9	9	-	-	1	a/	10	9
P-3	11	11	-	-	-	-	11	11
P-2/1	5	5	-	-	-	-	5	5
Total	31	31	-	-	1	-	32	31
General Service category								
Other levels	18	18	-	-	-	-	18	18
Total	18	18	-	-	-	-	18	18
Grand total	49	49	-	-	1	-	50	49

a/ Extrabudgetary posts relating to the Trust Fund for Information Support for African Economic Recovery and Development will be shown under section 11 of the proposed programme budget for the biennium 1992-1993.

Resource requirements (at revised 1991 rates)

Posts

31.47 The reclassification of the post of Director of the Communications and Project Management Division from the D-1 level to the D-2 level is proposed. This proposal is based on the level of the responsibilities of the post and on the importance of the Division to the activities of the Department.

Personal services

31.48 The estimated requirements under this heading ($222,400), reflecting a growth of $89,900, relate to external expertise for the research, writing and design of certain information materials. The proposed growth is based on current levels of expenditure.

Travel of participants

31.49 A new provision of $48,600 is proposed to cover the travel costs of: participating journalists to an international encounter on apartheid, if possible in South Africa ($25,000); invited speakers and journalists to special observance days ($11,600) such as the annual days against drugs, the day for the elderly, the international women's day; and of participating journalists on the encounter on human rights ($12,000).

Travel of staff

31.50 The resources requested ($91,000), reflecting a growth of $33,000, would cover the cost of travel of staff to meetings, conferences and workshops and to specialized agencies for programme development, coordination and implementation. The proposed growth takes account of actual expenditure requirements during 1990-1991, as well as the expected increase in the activities of the Division for 1992-1993.

Contracts-external translation

31.51 The amount requested under this heading ($113,400), involving no growth, relates to the cost of translating the publications produced by this Division.

External printing and binding

31.52 The estimated requirements under this heading ($1,245,800), reflecting a growth of $132,600, relate to the cost of producing printed information materials of this Division. The proposed growth is based on the proposed programme of publications for 1992-1993.

Public information production

31.53 The amount requested under this heading ($410,500), reflecting a growth of $67,600, would cover the cost of external facilities for the production of videos for video-kits for film/video co-production and for specialized services in connection with producing information kits and exhibits; and co-sponsorship of special event, publications and audio-visual materials.

Miscellaneous services

31.54 The estimated requirements ($31,700), involving no growth, relate to the costs of subscriptions and memberships in connection with various programmes.

Supplies and materials

31.55 A provision of $86,700, involving no growth, relates to public information supplies required for the production of information materials.

Fellowships

31.56 The resources requested under this heading ($259,800), reflecting a negative growth of $15,600, would cover the cost of travel and stipends of broadcasters and journalists selected for the annual training programme initiated in 1981 pursuant to General Assembly resolution 35/201 of 16 December 1980. The proposed negative growth is based on current levels of expenditure.

(d) Information Products Division

TABLE 31.12. ANALYSIS OF OVERALL COSTS

(Thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1990-1991 appropriation	Estimated additional requirements at revised 1991 rates: Revaluation of 1990-1991 resource base	Estimated additional requirements at revised 1991 rates: Resource growth	Total requirements at revised 1991 rates	Inflation in 1992 and 1993	1992-1993 estimates
Established posts	13 385.9	653.3	(60.2)	13 979.0	779.9	14 758.9
Personal services	480.0	12.7	-	492.7	40.6	533.3
Common staff costs	5 152.0	254.4	(23.6)	5 382.8	307.0	5 689.8
Representation allowances	1.2	-	-	1.2	-	1.2
Travel of staff	61.5	2.9	(39.6)	24.8	2.1	26.9
External translation	98.5	2.5	50.4	151.4	12.4	163.8
External printing and binding (administered by the Publications Board)	237.1	6.3	(27.4)	216.0	17.9	233.9
External printing and binding	-	-	-	-	-	-
Public information production	1 598.2	43.8	59.2	1 701.2	140.6	1 841.8
Contractual engineering	6 179.8	192.6	-	6 372.4	623.8	6 996.2
News agency services	30.2	0.8	-	31.0	2.5	33.5
Rental of furniture and equipment	186.3	4.8	-	191.1	15.8	206.9
Supplies and materials	851.4	22.3	67.9	941.6	77.6	1 019.2
Public information equipment	1 284.5	(117.9)	468.3	1 634.9	121.5	1 756.4
Grants/contributions to programme-related activities	400.0	-	-	400.0	-	400.0
Total	29 946.6	1 078.5	495.0	31 520.1	2 141.7	33 661.8

TABLE 31.12 (continued)

(2) Extrabudgetary resources

	1990-1991 estimated expenditures	1992-1993 estimated expenditures
(a) Services in support of:		
(i) Other United Nations organizations	-	-
(ii) Extrabudgetary programmes	-	-
Total (a)	-	-
(b) Substantive activities		
Trust Fund for Jointly-financed Information Projects	131.0	130.0
Development Forum	3 300.0	4 100.0
Total (b)	3 431.0	4 230.0
(c) Operational projects	-	-
Total (c)	-	-
Total (a), (b) and (c)	3 431.0	4 230.0
Total		37 891.8

TABLE 31.13. POST REQUIREMENTS

Programme: Information Products Division

	Established posts		Temporary posts				Total	
	Regular budget		Regular budget		Extrabudgetary resources			
	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993
Professional category and above								
D-2	1	1	-	-	-	-	1	1
D-1	2	2	-	-	-	-	2	2
P-5	7	7	-	-	1	1	8	8
P-4	21	21	-	-	2	2	23	23
P-3	33	33	-	-	1	1	34	34
P-2/1	25	25	-	-	-	-	25	25
Total	89	89	-	-	4	4	93	93
General Service category								
Principal level	2	2	-	-	1	1	3	3
Other levels	55	63	-	-	14	14	69	77
Total	57	65	-	-	15	15	72	80
Other categories								
Trades and crafts	7	-	-	-	-	-	7	-
Total	7	-	-	-	-	-	7	-
Grand total	153	154	-	-	19	19	172	173

Resource requirements (at revised 1991 rates)

Conversion to General Service posts

31.57 It is proposed to convert seven posts from the Trades and Crafts category to the General Service category.

Personal services

31.58 The estimated requirements ($492,700), involving no growth, relate to the cost of hiring writers for the UN Chronicle, video crews for on-location shooting, adaptors and narrators in connection with film video productions, hosts and panelists for the production of "World Chronicle" and adaptors for radio programmes.

Travel of staff

31.59 The estimated requirements ($24,800), involving a negative growth of $39,600, relate to the travel of staff to meetings of national and international film, television and photographic organizations and to the travel of the Chief Editor of the UN Chronicle to annual meetings of United Nations system magazine editors.

External translation

31.60 The resources requested under this heading ($151,400), involving a growth of $50,400, relate to the translation costs for the UN Chronicle in Arabic, Chinese, French, Russian and Spanish.

External printing and binding (administered by the Publications Board)

31.61 The estimated requirements ($216,000), involving a negative growth of $27,400, would provide for the external printing of the UN Chronicle and the Yearbook of the United Nations. Estimated savings result from producing the Arabic version of the UN Chronicle in Cairo instead of New York.

Public information production

31.62 The estimated requirements ($1,701,200), involving a growth of $59,200, would cover the costs of external laboratory and other specialized services, visual materials, acquisition, standards conversion and field production costs, including travel costs, in connection with film and video production and the rental of lines for television coverage; the rental of audio lines in connection with the dissemination of radio programmes; specialized laboratory services and purchase of negatives from free-lance photographers for photo coverage and archives; and image pre-mastering for video-disc project and laboratory services for visual libraries. The requested growth reflects (a) the projected increase in cost for video post-production by using commercial facilities to increase production values, making the final product competitive with other similar commercial products; (b) the cost of transferring archival film material to D-2 digital video tape format; and (c) increased costs for installing and leasing lines for radio and television.

Contractual engineering

31.63 The estimated requirements under this heading ($6,372,400), involving no growth, relate to engineering services on a contractual basis to operate and maintain the technical facilities required for radio and visual productions and services.

News agency services

31.64 A provision of $31,000, previously included under the heading Public information services in the biennium 1990-1991, is requested to cover the costs of subscribing to news agency services.

Rental of furniture and equipment

31.65 The estimated resources ($191,100), involving no growth, relate to the maintenance, repair and occasional rental of film, video, photographic and audio radio equipment and the rental and maintenance of the compugraphic system installed for the Publications Service to provide it with internal typesetting capabilities.

Supplies and materials

31.66 The estimated requirements ($941,600), involving a growth of $67,900, relate to the cost of supplies such as film raw stock, audio and video tape and cassettes, photographic film, paper and chemicals and other miscellaneous materials required for radio and visual productions and supplies for the operation of the typesetting system. The cost increase relates to the transition to higher quality video format such as Betacam half-inch and D-2 digital format.

Public information equipment

31.67 Estimated requirements under this heading ($1,634,900), including $465,000 in non-recurrent resources, would provide for the replacement of obsolete equipment in order to maintain an adequate facility for the production and distribution of radio and visual programmes and services. The items to be acquired, as well as their estimated cost, are listed below:

Capital equipment list for the Information Products Division

1992-1993

(Thousands of United States dollars)

Item	Date of acquisition	Description	Estimated cost
1.1		Radio	
1.1.1	1975	Three reel-to-reel audio recorders	33.0
1.1.2	1970	Two audio consoles (two control rooms and one studio)	150.0*
2.1		Television	
2.1.1	1982	Two video CCD studio camera with lens	240.0*
2.1.2	1984	Video switcher with options for TV master control	90.0
2.1.3	1977	Video switcher basic - meeting centre	75.0*
2.1.4	1982	Audio production console	100.0
2.1.5	1984	TV area intercom system	100.0
2.1.6	1980	Camera pan heads	17.5
2.1.7	N/S	Wireless intercom upgrade three stations	6.0
2.1.8	70s	Audio resolver/film synchronizer	5.0
2.1.9	70s	Miscellaneous-distribution amps jackfields, cables	21.0
2.1.10	N/S	Video-prompter	6.5
2.1.11	N/S	Video-graphics	5.5
2.5.12	N/S	Chromakey generator	5.0
2.5.13	N/S	14" colour monitor	4.0
2.2		Remote equipment	
2.2.1	1980	Portable TV tape dockable recorder	38.0
2.2.2	1982	Portable TV camera	29.0
2.2.3	N/S	Wide-angle lens	12.0
2.2.4	1985	Beta portable TV recorder	13.5
2.3		Videotape	
2.3.1	1982	Two digital D2 machines	170.0
2.3.2	1980	Three 3/4" machines	45.0
2.3.3	1978	Two Betacam-SP, R/PB	60.0
2.3.4	1978	Three Betacam-SP, Rec/PB	60.0
2.3.5	1984	Six U-Matic, 3/4"	12.0
2.3.6	1980	Twenty VHS recorders	20.0
2.3.7	1980	Six VHS multi standard	12.0
2.3.8	1980	Four colour monitors, 14"	16.0
2.3.9	1975	Six WFM/VECT combination	18.0
2.3.10	1975	Three audio-cassette R/P	2.1
2.3.11	N/S	Two audio CD players	0.8
2.3.12	70s	Miscellaneous - AVD distribution amps, jackfields, cables	25.0
	70s	- VID distribution amps, JF/cables	25.0
	70s	- Monitoring bridges/racks	20.0

Item	Date of acquisition	Description	Estimated cost
2.4		Video maintenance equipment	
2.4.1	N/S	Dual power supply, 30 V at 10 amps	3.0
2.4.2	N/S	Digital Volt metre	0.5
2.4.3	N/S	Tool kit	1.0
2.4.4	N/S	Two field tool kits	0.5
2.4.5	N/S	Transistor checker	1.0
2.4.6	N/S	Surface mount soldering station, hot air	2.0
2.4.7	N/S	Soldering station, single tip	1.0
3.1		Photo	
3.1	1966	Automated storage cabinet	25.0
3.2	N/S	Two videodisc workstations	14.0
3.3	N/S	One laboratory control computer	4.5
3.4	N/S	Two computer printers	3.0
3.5	N/S	Video printer	12.0
3.6	1980	Caption copying machine	10.0
3.7	1983	Colour film processor	25.0
3.8	1983	Colour print processor	25.0
3.9	1970	Two enlarger light heads	4.0
3.10	1970	Four viewing lights	5.0
3.11	1946	Customer workstations	4.0
3.12	1950	Laboratory camera/lenses	2.0
3.13	1986	Camera bodies	16.0
3.14	1970	Camera lenses	13.0
3.15	N/S	Photographer travel kits	3.0
3.16	1978	Flash units	1.0
3.17	N/S	Strobe units	1.0
3.18	N/S	Studio table	2.0
3.19	1982	Studio backdrop	2.5
3.20	1980	Two viewers	2.0

Summary

Radio	188.0
Television	1 262.9
Photo	174.0
A/V Library	10.0
Total	1 634.9

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* Non-recurrent items.

N/S = Not specified.

Grants/contributions to programme-related activities

31.68 An appropriation of $400,000 was approved by the General Assembly as a contribution towards the financing of the Development Forum since the biennium 1990-1991. It is requested to continue this contribution in the biennium 1992-1993.

(e) Dissemination Division

TABLE 31.14. ANALYSIS OF OVERALL COSTS

(Thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1990-1991 appropriation	Estimated additional requirements at revised 1991 rates: Revaluation of 1990-1991 resource base	Estimated additional requirements at revised 1991 rates: Resource growth	Total requirements at revised 1991 rates	Inflation in 1992 and 1993	1992-1993 estimates
Established posts	3 142.6	144.8	-	3 287.4	198.4	3 485.8
Personal services	33.5	0.9	-	34.4	2.8	37.2
Common staff costs	1 209.1	56.1	-	1 265.2	77.9	1 343.1
Representation allowances	1.2	-	-	1.2	-	1.2
Travel of staff	5.3	0.2	-	5.5	0.5	6.0
External printing and binding	21.9	0.6	-	22.5	1.7	24.2
Public information production	201.0	5.3	90.8	297.1	24.5	321.6
Communications	850.5	22.4	-	872.9	72.0	944.9
Supplies and materials	20.2	0.5	-	20.7	1.7	22.4
Total	5 485.3	230.8	90.8	5 806.9	379.5	6 186.4

(2) Extrabudgetary resources	-
Total	6 186.4

TABLE 31.15. POST REQUIREMENTS

Programme: Dissemination Division

	Established posts		Temporary posts				Total	
	Regular budget		Regular budget		Extrabudgetary resources			
	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993
Professional category and above								
D-2	1	1	-	-	-	-	1	1
D-1	1	1	-	-	-	-	1	1
P-5	2	2	-	-	-	-	2	2
P-4	2	2	-	-	-	-	2	2
P-3	6	6	-	-	-	-	6	6
P-2/1	4	4	-	-	-	-	4	4
Total	16	16	-	-	-	-	16	16
General Service category								
Principal level	1	1	-	-	-	-	1	1
Other levels	22	22	-	-	-	-	22	22
Total	23	23	-	-	-	-	23	23
Grand total	39	39	-	-	-	-	39	39

Resource requirements (at revised 1991 rates)

Personal services

31.69 An amount of $34,400, including no growth, is requested to cover the cost of contractual services to write, design, translate and edit the "1992-1993 Film and Video Catalogue" in English and French and the "Radio Catalogue" in English, French and Spanish.

Travel of staff

31.70 A provision of $5,500, involving no growth, is requested for staff to attend the annual non-governmental organization conference.

External printing and binding

31.71 The estimated requirements under this heading ($22,500), at maintenance base level, relate to the cost of printing the "1992-1993 Film and Video Catalogue".

Public information production

31.72 The provision ($297,100), including a growth of $90,800, relates to the production costs, including video standards conversions, of additional film and video prints of various visual programmes produced by the Department for distribution and dissemination, entrance fees for film festivals and the installation of photo displays at United Nations information centres or offices of the United Nations Development Programme (UNDP) ($250,000). These resources would also be utilized to cover the costs of travel on film and television promotion ($47,100).

Communications

31.73 A provision of $872,900, involving no growth, is requested to cover the cost of pouch and special courier services needed to disseminate information materials to United Nations information centres, UNDP field offices and other organizations world wide.

Supplies and materials

31.74 The requested amount of $20,700 would cover the cost of materials for packaging video/film prints.

(f) Information Centres Division

TABLE 31.16. ANALYSIS OF OVERALL COSTS

(Thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1990-1991 appropriation	Estimated additional requirements at revised 1991 rates: Revaluation of 1990-1991 resource base	Estimated additional requirements at revised 1991 rates: Resource growth	Total requirements at revised 1991 rates	Inflation in 1992 and 1993	1992-1993 estimates
Established posts	1 957.3	92.3	-	2 049.6	118.5	2 168.1
Common staff costs	753.2	35.8	-	789.0	46.0	835.0
Representation allowances	1.2	-	-	1.2	-	1.2
Travel of staff	118.1	3.7	-	121.8	10.0	131.8
Training	65.3	1.7	14.9	81.9	6.7	88.6
External printing and binding	21.9	0.5	-	22.4	1.8	24.2
Public information production	22.0	0.6	(22.6)	-	-	-
Fellowships	8.8	0.2	-	9.0	0.7	9.7
Total	2 947.8	134.8	(7.7)	3 074.9	183.7	3 258.6

TABLE 31.16 (continued)

(2) Extrabudgetary resources

	1990-1991 estimated expenditures	1992-1993 estimated expenditures
(a) Services in support of:		
(i) Other United Nations organizations	-	-
(ii) Extrabudgetary programmes	-	-
Total (a)	-	-
(b) Substantive activities		
Trust Fund for Interest on the Contribution to the United Nations Special Account	230.0	-
Total (b)	230.0	-
(c) Operational projects	-	-
Total (c)	-	-
Total (a), (b) and (c)	230.0	-
	Total	3 258.6

TABLE 31.17. POST REQUIREMENTS

Programme: Information Centres Division

	Established posts		Temporary posts					
	Regular budget		Regular budget		Extrabudgetary resources		Total	
	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993
Professional category and above								
D-2	1	1	-	-	-	-	1	1
D-1	1	1	-	-	-	-	1	1
P-5	1	1	-	-	-	-	1	1
P-4	5	5	-	-	-	-	5	5
P-3	1	1	-	-	-	-	1	1
P-2/1	1	1	-	-	-	-	1	1
Total	10	10	-	-	-	-	10	10
General Service category								
Other levels	12	12	-	-	-	-	12	12
Total	12	12	-	-	-	-	12	12
Grand total	22	22	-	-	-	-	22	22

31.75 The Division is responsible for planning and supervising the work programme and budget and determining policy for the network of 62 information centres, plus the information services at Geneva and Vienna and the information offices within the economic commissions.

Resource requirements (at revised 1991 rates)

Travel of staff

31.76 The requirements under this heading ($121,800) would provide for the cost of the travel of: the directors of information centres to regional meetings in Africa, Asia and the Pacific ($106,000); senior staff to inspect the information centres; directors of United Nations information centres being briefed at Headquarters ($15,900).

Training

31.77 The resources requested under this heading ($81,900), involving a growth of $14,900, would cover the cost of the annual training programme held at Headquarters for information and reference assistants from the information centres. The increase shown would enable the centres to be more efficient and effective with less human resources by ensuring that local staff in key positions receive adequate training.

External printing and binding

31.78 An amount of $22,400, at maintenance base level, would provide for the cost of printing information materials for the centres.

Fellowships

31.79 An amount of $9,000, at maintenance base level, is requested to cover costs of public information volunteer projects to be developed in cooperation with UNDP.

(g) Question of Palestine

TABLE 31.18. ANALYSIS OF OVERALL COSTS

(Thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1990-1991 appropriation	Estimated additional requirements at revised 1991 rates: Revaluation of 1990-1991 resource base	Estimated additional requirements at revised 1991 rates: Resource growth	Total requirements at revised 1991 rates	Inflation in 1992 and 1993	1992-1993 estimates
Personal services	21.9	0.5	31.2	53.6	4.3	57.9
Travel of participants	370.9	11.4	22.9	405.2	33.3	438.5
Travel of staff	110.9	3.5	(18.4)	96.0	7.9	103.9
Contracts-external translation and interpretation	88.6	2.4	(84.0)	7.0	0.6	7.6
External printing and binding	78.8	2.0	(15.7)	65.1	5.4	70.5
Public information production	-	-	71.3	71.3	5.8	77.1
General operating expenses	85.9	2.2	(29.0)	59.1	4.9	64.0
Supplies and materials	9.8	0.2	21.8	31.8	2.7	34.5
Total	766.8	22.2	0.1	789.1	64.9	854.0

(2) Extrabudgetary resources	-

Total	854.0

(g) Question of Palestine

Resource requirements (at revised 1991 rates)

Personal services

31.80 The resources requested under this heading ($53,600), involving a growth of $31,200, would cover the cost of external expertise required for the production of public information materials on the question of Palestine. These requirements are based on ongoing rates for these services.

Travel of participants

31.81 The estimated requirements under this heading ($405,200), reflecting a growth of $22,900, would cover the cost of participating journalists and panelists to the regional and national journalists' encounters and to fact-finding news missions to the Middle East. The increase is based on the expected number of journalists attending these journalist encounters.

Contracts-external translation and interpretation

31.82 A provision of $7,000, reflecting a negative growth of $84,000, is requested to cover the cost of contractual translation for the information materials on Palestine. The proposed negative growth reflects the trend of conducting regional encounters in a single language, thus saving resources previously used for simultaneous interpretation.

External printing and binding

31.83 The estimated requirements under this heading ($65,100), reflecting a negative growth of $15,700, would cover the printing cost of the information materials to be issued under the programme. The proposed negative growth reflects a decrease in the number of printed materials to be produced in 1992-1993.

Public information production

31.84 A new provision of $71,300 is requested to cover the cost of the specialized services required for the production of the Palestine exhibits and for the booklets on Palestinian rights.

General operating expenses

31.85 An amount of $59,100, reflecting a negative growth of $29,000, is requested to cover various miscellaneous expenses relating to the regional and national journalists encounters and fact-finding news missions to the Middle East, including rental of conference rooms, communications expenses and local transportation. The proposed negative growth is based on the current level of expenditures.

Supplies and materials

31.86 A provision of $31,800, reflecting an increase of $21,800, is requested for various public information supplies required under the programme. The increase reflects the needs of specific activities to be performed during the biennium 1992-1993.

2. Information Service, Geneva

TABLE 31.19. ANALYSIS OF OVERALL COSTS

(Thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1990-1991 appropriation	Estimated additional requirements at revised 1991 rates: Revaluation of 1990-1991 resource base	Estimated additional requirements at revised 1991 rates: Resource growth	Total requirements at revised 1991 rates	Inflation in 1992 and 1993	1992-1993 estimates
Established posts	3 444.4	31.8	-	3 476.2	262.7	3 738.9
General temporary assistance	202.8	3.8	139.5	346.1	20.5	366.6
Overtime and night differential	16.9	0.3	-	17.2	1.0	18.2
Common staff costs	1 068.0	10.0	-	1 078.0	81.4	1 159.4
Travel of staff	22.1	0.5	12.4	35.0	1.9	36.9
External printing and binding	9.5	0.3	8.6	18.4	1.2	19.6
Public information production	-	-	-	-	-	-
News agency services	87.2	1.7	(45.7)	43.2	2.5	45.7
Rental of furniture and equipment	22.5	0.5	-	23.0	1.3	24.3
Hospitality	1.5	0.1	0.8	2.4	0.1	2.5
Supplies and materials	129.7	2.5	(2.4)	129.8	7.7	137.5
Furniture and equipment	24.9	0.5	18.4	43.8	2.7	46.5
Public information equipment	189.1	(64.5)	-	124.6	7.4	132.0
Total	5 218.6	(12.5)	131.6	5 337.7	390.4	5 728.1

(2) Extrabudgetary resources	-
Total	5 728.1

TABLE 31.20. POST REQUIREMENTS

Programme: Information Service, Geneva

	Established posts		Temporary posts					
	Regular budget		Regular budget		Extrabudgetary resources		Total	
	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993
Professional category and above								
D-1	1	1	-	-	-	-	1	1
P-5	2	2	-	-	-	-	2	2
P-4	5	5	-	-	-	-	5	5
P-3	-	-	-	-	-	-	-	-
P-2/1	4	4	-	-	-	-	4	4
Total	12	12	-	-	-	-	12	12
General Service category								
Principal level	3	3	-	-	-	-	3	3
Other levels	13	13	-	-	-	-	13	13
Total	16	16	-	-	-	-	16	16
Grand total	28	28	-	-	-	-	28	28

General temporary assistance

31.87 The resources requested, $346,100, involving a growth of $139,500, would provide assistance during maternity and extended sick leave, capacity for press coverage of simultaneous meetings and technical services in the radio studios during peak periods and assistance to meet television news demand for coverage of important meetings. The estimated growth is a result of a number of factors, including the need to assure press coverage in the two working languages and the transfer of some meetings related to human rights from New York to Geneva.

Overtime and night differential

31.88 A provision of $17,200, at maintenance base level, is requested to retain clerical and distribution staff and radio and visual technicians beyond normal working hours in order to provide public information material to the media during important meetings.

Travel of staff

31.89 The estimated requirements under this heading ($35,000), involving a growth of $12,400, would cover travel: to Bulgaria, Poland, and major cities in Switzerland (including Berne) for the purpose of official discussions, improving dissemination of information materials, liaison and strengthening relations with national non-governmental organizations, institutional bodies and the media and representation on special occasions and at conferences; to Headquarters for consultations and briefings; to London to review the effectiveness of the relationship of the Visual Production Unit with its major distributors; to various European countries by an information officer of the Economic Commission for Europe (ECE) to develop contacts with publishers and editors (half of the cost borne by ECE); and to attend the International Fair of Television Producers (France), the Photkina exhibition (Federal Republic of Germany) and the "Symposium international de télévision" (Switzerland). The estimated growth reflects the current level of expenditures.

External printing and binding

31.90 The amount requested under this heading ($18,400), involving a growth of $8,600, would provide for the acquisition of conference coverage negatives and miscellaneous local printing requirements. The estimate is consistent with current expenditure levels.

News agency services

31.91 The provision under this heading ($43,200) reflects a negative growth of $45,700, relates to the subscription of the Associated Press, the Agence France Presse and Tass wire agency services and for the rental of a teleprinter for the purpose of receiving dispatches from the News Agencies Pool of Non-Aligned Countries. The estimate is based on the current rates for these services.

Hospitality

31.92 A provision of $2,400, involving a growth of $800, would cover the cost of various official functions. The requested growth relates to the proposed increase in the number of these functions.

Rental of furniture and equipment

31.93 A provision of $23,000 at the base level is requested for the maintenance and repair of radio and film projection equipment.

Supplies and materials

31.94 The requirements under this heading ($129,800), reflects a negative growth of $2,400, and would provide for the purchase of photographic materials for the production of photo displays, exhibits and audio-visual presentations, public information supplies for video equipment, radio studios and film screening facilities, and supplies for data-processing equipment.

Furniture and equipment

31.95 The resources requested ($43,800), reflecting a growth of $18,400, would be used for the acquisition of seven microcomputers, two laserjet printers, three deskjet printers and microcomputer software. The proposed growth is consistent with the modernization plan for the Department.

Public information equipment

31.96 The resources requested under this heading ($124,600), at maintenance base level, would be utilized for the purchase of the following equipment:

Date of Acquisition	Radio	$
1966	One audio-mixing console, 12 inputs, 2 outputs	40 000
1976	Three audio playback recorder, 1 inch	10 000
1976	Two audio playback recorder, 1/4 inch	11 800
	Television	
	Video effect 3-D generator*	40 000
	Video-projector*	12 500
	Other miscellaneous equipment*	10 300
	Total	124 600

* Not specified.

3. Information Service, Vienna

TABLE 31.21. ANALYSIS OF OVERALL COSTS

(Thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1990-1991 appropriation	Estimated additional requirements at revised 1991 rates: Revaluation of 1990-1991 resource base	Estimated additional requirements at revised 1991 rates: Resource growth	Total requirements at revised 1991 rates	Inflation in 1992 and 1993	1992-1993 estimates
Established posts	1 173.1	4.3	-	1 177.4	99.2	1 276.6
General temporary assistance	61.2	1.0	45.8	108.0	5.4	113.4
Overtime and night differential	17.5	0.3	-	17.8	0.9	18.7
Common staff costs	409.5	2.1	-	411.6	33.4	445.0
Travel of staff	12.0	0.2	8.8	21.0	1.0	22.0
Contracts-external translation	10.8	0.2	1.9	12.9	0.7	13.6
External printing and binding	28.5	0.4	4.3	33.2	1.7	34.9
News agency services	36.4	0.6	(24.6)	12.4	0.6	13.0
Hospitality	-	-	1.0	1.0	-	1.0
Supplies and materials	22.8	0.6	-	23.4	1.2	24.6
Furniture and equipment	55.6	1.0	(12.8)	43.8	2.2	46.0
Total	1 827.4	10.7	24.4	1 862.5	146.3	2 008.8

(2) Extrabudgetary resources	-
Total	2 008.8

TABLE 31.22. POST REQUIREMENTS

Programme: Information Service, Vienna

	Established posts		Temporary posts					
	Regular budget		Regular budget		Extrabudgetary resources		Total	
	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993
Professional category and above								
D-1	1	1	-	-	-	-	1	1
P-5	1	1	-	-	-	-	1	1
P-4	1	1	-	-	-	-	1	1
P-3	1	1	-	-	-	-	1	1
Total	4	4	-	-	-	-	4	4
General Service category								
Principal level	1	1	-	-	-	-	1	1
Other levels	6	6	-	-	-	-	6	6
Total	7	7	-	-	-	-	7	7
Grand total	11	11	-	-	-	-	11	11

3. Information Service, Vienna

Resource requirements (at revised 1991 rates)

General temporary assistance

31.97 The resources requested under this heading ($108,000), involving a growth of $45,800, would provide additional capacity for press coverage of United Nations meetings at the Vienna International Centre during peak periods, as well as for the temporary replacement of staff on extended sick leave. The proposed growth would permit provision of adequate French language coverage of intergovernmental meetings in Vienna involving production of press releases, backgrounders and seminars.

Overtime and night differential

31.98 The provision of $17,800 is requested at the maintenance base level to retain General Service staff outside normal working hours in order to meet deadlines of producing press releases and other public information materials during important meetings and conferences.

Travel of staff

31.99 The estimated requirements under this heading ($21,000), reflecting a growth of $8,800, relate to staff travel for periodic consultations with media representatives and non-governmental organizations in Austria, the Federal Republic of Germany and Hungary, for coverage of meetings organized by the Vienna-based United Nations units and held outside of Vienna and for consultations and briefings at Headquarters. The proposed growth would allow for a better information coverage of the region serviced by this Information Service.

Contracts-external translation

31.100 A provision of $12,900, involving a growth of $1,900, is requested for the cost of translating various publications into German and Hungarian. The proposed growth reflects the estimated increase in the number of pages to be translated.

External printing and binding

31.101 An amount of $33,200, reflecting an increase of $4,300, is requested for the printing costs of information booklets, pampnlets and brochures.

News agency services

31.102 A provision of $12,400, reflecting a negative growth of $24,600, is requested to cover the cost of subscribing to wire agency services.

Hospitality

31.103 A new provision of $1,000 is requested to enable the Director of the Service to reciprocate hospitality courtesies, particularly to visiting government officials and to provide light refreshment to journalists invited to press conferences on important United Nations issues at the Vienna International Centre.

Supplies and materials

31.104 The estimated requirements under this heading ($23,400), reflecting no growth, relate to supplies of raw stock material for photo, television and radio coverage of United Nations conferences, meetings and special events.

Furniture and equipment

31.105 A provision of $43,800, at maintenance base level, is requested to replace furniture and equipment in poor condition and to purchase radio receivers, audio recorders, dictaphones and typewriters.

4. Information centres

TABLE 31.23. ANALYSIS OF OVERALL COSTS

(Thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1990-1991 appropriation	Estimated additional requirements at revised 1991 rates		Total requirements at revised 1991 rates	Inflation in 1992 and 1993	1992-1993 estimates
		Revaluation of 1990-1991 resource base	Resource growth			
Established posts	13 380.9	792.1	-	14 173.0	898.9	15 071.9
General temporary assistance	131.4	3.5	-	134.9	11.1	146.0
Overtime and night differential	107.0	2.8	-	109.8	9.1	118.9
Common staff costs	5 752.9	331.7	-	6 084.6	374.6	6 459.2
Travel of staff	362.5	(11.6)	18.9	369.8	30.4	400.2
Contracts-external translation	90.6	7.3	52.8	150.7	12.4	163.1
Rental and maintenance of premises	2 146.7	133.6	-	2 280.3	188.0	2 468.3
Rental of furniture and equipment	699.2	28.2	-	727.4	59.9	787.3
Communications	1 180.9	50.7	183.3	1 414.9	117.0	1 531.9
Hospitality	167.2	4.4	-	171.6	14.1	185.7
Miscellaneous services	235.1	11.2	-	246.3	20.3	266.6
Supplies and materials	715.0	43.4	-	758.4	62.5	820.9
Furniture and equipment	1 071.9	(212.4)	169.7	1 029.2	84.9	1 114.1
Total	26 041.3	1 184.9	424.7	27 650.9	1 883.2	29 534.1

TABLE 31.23 (continued)

(2) Extrabudgetary resources

	1990-1991 estimated expenditures	1992-1993 estimated expenditures
(a) Services in support of:		
(i) Other United Nations organizations	-	-
(ii) Extrabudgetary programmes	-	-
Total (a)	-	-
(b) Substantive activities		
Contributions from host Governments	1 400.0	1 400.0
Trust Fund for Expanding Public Information Activities in Japan	200.0	200.0
Total (b)	1 600.0	1 600.0
(c) Operational projects	-	-
Total (c)	-	-
Total (a), (b) and (c)	1 600.0	1 600.0
Total		31 134.1

TABLE 31.24. POST REQUIREMENTS

Programme: Information centres

	Established posts		Temporary posts				Total	
	Regular budget		Regular budget		Extrabudgetary resources			
	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993
Professional category and above								
D-1	9	9	-	-	-	-	9	9
P-5	20	20	-	-	1	1	21	21
P-4	13	13	-	-	1	1	14	14
P-3	4	4	-	-	-	-	4	4
Total	46	46	-	-	2	2	48	48
Other categories								
Local level	265	265	-	-	27	27	292	292
Total	265	265	-	-	27	27	292	292
Grand total	311	311	-	-	29	29	340	340

31.106 United Nations information centres are one of the most important means of disseminating information about the United Nations and its activities to the peoples of the world; their operations cover the whole spectrum of promotional and information services.

31.107 The work of United Nations information centres in promotional services includes: the production of newsletters and press releases on the activities of United Nations agencies and bodies, geared to a local audience and written in both official and local languages; translation and dissemination of information material produced by all divisions of the Department of Public Information at Headquarters; holding seminars and events on United Nations themes; planning and mounting special exhibitions and events to observe United Nations days or promote United Nations issues. Information services include: liaison with all branches of the local news media; encouraging teaching about the United Nations in educational institutions; cooperating with governmental and non-governmental organizations; and maintaining reference libraries of United Nations information material.

31.108 Directors of United Nations information centres represent the Secretary-General and United Nations Secretariat entities on special occasions, such as United Nations days of observance. They are responsible for liaison with government officials when the Secretary-General and other senior United Nations officials visit their country of duty.

31.109 An important function of the United Nations information centres is to monitor comments about the United Nations and other developments which could have a bearing on the work of the Organization, and to feed this information back to Headquarters. Sources such as press editorials, radio and television broadcasts and communiqués from governmental and non-governmental organizations are reviewed.

31.110 United Nations information centres are often called upon to carry out a variety of ad hoc tasks for other departments of the United Nations and United Nations agencies.

Resource requirements (at revised 1991 rates)

General temporary assistance

31.111 A provision of $134,900, involving no growth, is requested to cover the needs of temporary assistance during peak workload periods and for the replacement of staff on maternity or extended sick leave.

Overtime and night differential

31.112 The estimated requirements under this heading ($109,800), at maintenance base level, would provide overtime for drivers, especially as they have to work after normal hours in connection with Directors' official speaking engagements, as well as engagements pertaining to other officials of the United Nations on official missions. These resources would also provide for the overtime of other support staff during peak workload periods.

Travel of staff

31.113 The provision requested under this heading ($369,800), involving a growth of $18,900, would be used for the travel of staff to information centres within their area of coverage. The proposed growth would allow for a better coverage of the geographic area of responsibility of each centre.

Contracts-external translation

31.114 A provision of $150,700, representing a growth of $52,800, would cover the cost of translating and producing information materials in local languages.

Rental and maintenance of premises

31.115 The estimated requirements ($2,280,300), at maintenance base level, would cover the costs of rental and maintenance of premises, including utilities, in respect of those information centres where such services are not provided by the host country.

Rental of furniture and equipment

31.116 The estimated requirements under this heading ($727,400), reflecting no growth, relate to the maintenance and operation of information centre vehicles and other equipment, including the data-processing equipment and facsimile transmission machines.

Communications

31.117 The estimated requirements ($1,414,900) correspond to a growth of $183,300 and relate to postage, telephone, telex, cables and pouch services required by the information centres for dissemination of information.

Hospitality

31.118 The resources proposed under this heading ($171,600), at maintenance base level, would provide for official hospitality functions.

Miscellaneous services

31.119 The estimated requirements ($246,300), reflecting no growth, relate primarily to the cost of freight and related charges.

Supplies and materials

31.120 The estimated requirements ($758,400), involving no growth, would provide for stationery and related office supplies.

Furniture and equipment

31.121 The resources requested ($1,029,200), involving an increase of $169,700, relate to the acquisition and replacement of furniture and fixtures, office and reproduction equipment and vehicles. The proposed growth ($169,700) relates to the purchase of the following office automation equipment: 42 microcomputers, 12 deskjet printers, 20 laserjet printers and microcomputer software.

5. Special conferences

TABLE 31.25. ANALYSIS OF OVERALL COSTS

(Thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1990-1991 appropriation	Estimated additional requirements at revised 1991 rates: Revaluation of 1990-1991 resource base	Estimated additional requirements at revised 1991 rates: Resource growth	Total requirements at revised 1991 rates	Inflation in 1992 and 1993	1992-1993 estimates
General temporary assistance	25.8	(25.8)	-	-	-	-
Personal services	75.7	(75.7)	27.5	27.5	1.5	29.0
Travel of participants	-	-	75.0	75.0	4.1	79.1
Travel of staff	-	-	118.1	118.1	6.5	124.6
Contracts-external translation and interpretation	30.3	(30.3)	-	-	-	-
External printing and binding	267.4	(267.4)	80.0	80.0	4.3	84.3
Public information production	78.8	(78.8)	30.0	30.0	1.6	31.6
Communications	50.4	(50.4)	15.0	15.0	0.8	15.8
Total	528.4	(528.4)	345.6	345.6	18.8	364.4

(2) Extrabudgetary resources	-
Total	364.4

31.122 A non-recurrent provision of $345,600 has been included under the present section 31, in connection with the information activities of the United Nations Conference on Environment and Development. This provision would cover the following information activities, as previously outlined in the statement of programme budget implications A/C.5/44/54 of 26 March 1990.

		Estimated cost
		$
(a)	United Nations in Action	20 000
(b)	Conference newsletter for computer and print circulation	25 000
(c)	Information kit	55 000
(d)	Journalists' round tables	80 000
(e)	Duplication and distribution costs	20 000
(f)	Special features radio documentary	2 500
(g)	Writing and design requirements	25 000
	Total	227 500

31.123 The above non-recurrent provision also includes estimated requirements for press coverage, on the assumption that the Conference would be held at Geneva ($118,100).

Resource requirements (at revised 1991 rates)

Personal services

31.124 A non-recurrent provision of $27,500 is requested to cover the contractual service costs for writers and graphic designers to be hired for the production of information materials for the Conference.

Travel of participants

31.125 A non-recurrent provision of $75,000 is requested to cover the travel costs of journalists participating in the journalists' round tables on the Conference.

Travel of staff

31.126 A non-recurrent provision of $118,100 is requested to cover the cost of staff who would attend the Conference in the event that the Conference was held at Geneva. These estimates were calculated as follows:

	$
Airfare (New York/Geneva/New York) for 27 staff members	40 000
Subsistence (Geneva) $179 per day x 18 days x 7 staff (advance group)	22 554
Subsistence (Geneva) $179 per day x 12 days x 20 staff (main group)	42 960
Terminal expenses: $96 per staff x 27	2 592
Freight and miscellaneous expenses	10 000
Total	118 106

External printing and binding

31.127 A non-recurrent provision of $80,000 is requested to cover the printing costs of the Conference newsletter and of the information kit.

Public information production

31.128 A non-recurrent provision of $30,000 is requested to cover the cost of duplication and distribution of audiovisual products ($10,000) as well as the film production costs of "United Nations in Action" ($20,000).

Communications

31.129 A non-recurrent provision of $15,000 is requested to cover the cost of sending materials to the place of the Conference.

6. Programme support: departmental administration

TABLE 31.26. ANALYSIS OF OVERALL COSTS

(Thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1990-1991 appropriation	Estimated additional requirements at revised 1991 rates: Revaluation of 1990-1991 resource base	Estimated additional requirements at revised 1991 rates: Resource growth	Total requirements at revised 1991 rates	Inflation in 1992 and 1993	1992-1993 estimates
Established posts	1 631.4	72.2	-	1 703.6	107.9	1 811.5
General temporary assistance	392.0	14.8	-	406.8	33.6	440.4
Overtime and night differential	193.6	7.3	-	200.9	16.5	217.4
Common staff costs	627.5	27.9	-	655.4	42.4	697.8
Rental of furniture and equipment	421.5	11.1	-	432.6	35.8	468.4
Communications	273.0	7.2	-	280.2	23.1	303.3
Miscellaneous services	35.5	0.9	-	36.4	3.0	39.4
Supplies and materials	240.6	6.4	-	247.0	20.4	267.4
Furniture and equipment	640.2	(428.2)	11.1	223.1	18.5	241.6
Total	4 455.3	(280.4)	11.1	4 186.0	301.2	4 487.2

(2) Extrabudgetary resources	-
Total	4 487.2

TABLE 31.27. POST REQUIREMENTS

Programme: Programme support: departmental administration

	Established posts		Temporary posts					
	Regular budget		Regular budget		Extrabudgetary resources		Total	
	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993
Professional category and above								
D-1	1	1	-	-	-	-	1	1
P-5	1	1	-	-	-	-	1	1
P-4	1	1	-	-	-	-	1	1
P-3	1	1	-	-	-	-	1	1
P-2/1	3	3	-	-	-	-	3	3
Total	7	7	-	-	-	-	7	7
General Service category								
Other levels	15	15	-	-	-	-	15	15
Total	15	15	-	-	-	-	15	15
Grand total	22	22	-	-	-	-	22	22

31.130 The Executive Office provides personnel administration, financial administration and resource planning and use of common services to support the implementation of the work programme.

Resource requirements (at revised 1991 rates)

General temporary assistance

31.131 A provision of $406,800, at maintenance base level, is requested to provide for replacement of staff on maternity or extended sick leave and the needs of all offices of the Department during peak workload periods and unforeseen urgencies.

Overtime and night differential

31.132 An amount of $200,900, involving no growth, is requested to cover costs of overtime during periods of peak workload as well as to cover meetings of the Security Council and the General Assembly.

Rental of furniture and equipment

31.133 A provision of $432,600, at maintenance base level, is requested for maintenance of office automation equipment. In view of the relatively low expenditures under this heading for the Department, the standard rates for maintenance of equipment were not applied and no growth is requested.

Communications

31.134 The resources requested ($280,200), at maintenance base level, would cover the cost of electronic mail, long-distance telephone and other communications requirements of the Department at Headquarters. It excludes the cost of pouch services, which is presented in the Dissemination Division under "Communications".

Miscellaneous services

31.135 The estimate ($36,400) involves no growth.

Supplies and materials

31.136 An amount of $247,000, involving no growth, is requested to cover the cost of office supplies, including supplies for computerized typesetting, required in the Department.

Furniture and equipment

31.137 A provision of $223,100 is requested, involving a growth of $11,100, for the purchase of office automation equipment consisting of 42 microcomputers, 12 laser printers, 2 facsimile receiver/transmitters, computer software and installation costs.